



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

01 May 2008

MEMORANDUM FOR Personnel deployed to Afghanistan and Iraqi Airfields

FROM: HQ USAF A30-ACN (DoD NOTAM office)
13600 EDS Dr, Suite 100
Herndon, VA 20171-3233

SUBJECT: Notice to Airmen (NOTAM) OEF/OIF Training and Policy Letter

Summary of changes: Clarifies procedures for "Routine" vs "Urgent/after-hours" requests, and improves readability by consolidating common areas.

Supercession: This policy letter supercedes "Notice to Airmen (NOTAM) OEF/OIF Training and Policy Letter," dtd 1 July 07.

1. This NOTAM policy letter supports NOTAM policy IAW the Regional Air Movement Control Center (RAMCC) and the Combined Air Operations Center (CAOC) AMD/A3, CENTAF (Al Udiad) and the Airfield Operations branch. It is intended to educate deployed airfield personnel about NOTAM criteria and simplify the process for dissemination. It defines NOTAMs according to the International Civil Aviation Organization (ICAO 8126 and Annex 15), gives a sampling of NOTAM conditions and criteria, details procedures to follow when you have a request, and provides a URL address to check NOTAMs for a given location. **The procedures apply to ALL deployed Army, Air Force, Navy and Marine locations, as well as all multi-national locations. Functional Managers please ensure widest dissemination.**
2. NOTAM definition: An unclassified notice, distributed by means of telecommunication containing information concerning the establishment, condition or change in any aeronautical facility, service, procedure or hazard, the timely knowledge of which is essential to personnel concerned with flight operations.
3. NOTAM material includes, but is not limited to, the following conditions:
 - Aerodrome conditions
 - Fire fighting and Rescue capability
 - Approach control system (ILS, PAR, ASR, etc)
 - Fuel availability
 - Wind direction indicator
 - Aircraft maintenance status
 - Airfield lighting systems (approach lights, PAPI, edge lights, SFL, etc)

- Aerodrome beacon
- Movement and landing area status (runway, taxiways, ramps, acft stands, helo pads)
- Airfield obstructions to aircraft (antennas, towers, equip)
- Construction activity (men and equipment)
- Navigational aid facilities condition (TACAN, DME, VOR, etc)
- *Aircraft approach and departure procedures

*** Units must coordinate NOTAMs regarding approach and departure procedures through their respective Air Force, Army, and Navy TERPs personnel.**

4. The primary authority for NOTAM processing in the OIF/OEF AORs is the DoD European NOTAM Liaison Office, located on Ramstein AB, GE. The European NOTAM office normal operating hours are Monday – Friday, 0500Z– 1500Z+1(+2DT). On Saturdays, Sundays, and Holidays, we check e-mail and voice messages.
5. If you do not have access to an e-mail account, or for general NOTAM procedural questions call DSN 314-480-8092. If Airfield Managers only have SIPR e-mail access, NOTAM information should be forwarded to their appropriate Service POC (or higher headquarters, if applicable) who will coordinate posting the NOTAM with the DoD European NOTAM Liaison Office.
6. OEF/OIF NOTAM procedures: The timeliness of the NOTAM (routine or urgent) **and** NOTAM office hours will determine the process for submitting the NOTAM for dissemination.

a. For Routine requests during European NOTAM office hours: Routine requests pose no immediate safety of flight concerns. E-mail all NOTAM requests to the DoD European NOTAM office at: europ.notam@ramstein.af.mil. Additionally, e-mail requests to: Warren.Relaford@ramstein.af.mil and Calvernette.Chevere@ramstein.af.mil. This will lessen the chance of a request being missed. Please include your ICAO ID on the e-mail “Subject” line. This is essential for the rapid identification and efficient processing of the NOTAM requests. Please include your name and telephone number with all requests. The European NOTAM office will input the request into the international system as an “A” series NOTAM. Use ICAO standard abbreviations and phraseology. If you are unsure of an abbreviation, spell it out. Do not use “UFN” for NOTAM expiration date/time; input desired date and time based on how long you wish to have the NOTAM effective.

NOTE: DO NOT call the US NOTAM Office in Herndon, VA for “routine” requests.

b. For urgent NOTAM and After European office hour requests/office cannot be contacted: Urgent requests are emergencies, or poses immediate safety of flight concerns. The Airfield Manager (or designated representative) will submit the NOTAM as an “M” series via DINS, if the capability exists. In addition to DINS input, forward

the NOTAM request to the European NOTAM office for "A" series dissemination in accordance with paragraph "a" above. Once the NOTAM displays as an "A" series NOTAM in DINS under the respective ICAO, the base shall cancel the corresponding "M" series NOTAM previously entered into DINS. If you do not possess DINS CCR capability, then contact the U.S. NOTAM Office in Herndon, VA at DSN 994-4205/6/7 or 1-888-USNOTAM to have the NOTAM disseminated as an "A" series NOTAM. Additionally, all requests processed by the U.S. NOTAM office in Herndon, Virginia must also be emailed to the European NOTAM Office in accordance with paragraph "a" above for master database update.

7. Airfield managers must only process NOTAMs via DINS in accordance with procedures outlined in paragraph "b" above. Airfield Managers shall obtain and maintain DINS CCR capabilities (NOTAM account/password and certificates) for processing NOTAMs via backup procedures. For assistance with NOTAM accounts/passwords or certificates, contact the DoD European NOTAM office during office hours. After European NOTAM office hours, contact a Military Coordinator at the DoD NOTAM Division in Herndon, VA Monday-Friday 1100-2100Z at DSN 994-4205/6/7.
8. Follow the recommended format when submitting requests to the European office via e-mail:
 - ICAO ID – Airport name
 - START DATE AND TIME (always use UTC times)
 - EXPIRATION DATE AND TIME (always use UTC times; **do not use "UFN"**)
 - SCHEDULE (if applicable) – For example 0400-1800 DAILY; FEB 08 10 and 12; Every FRI
 - NOTAM TEXT – Use standard abbreviation and phraseology. For example, "TWY FOXTROT CLOSED DUE TO CONSTRUCTION" or "RWY 30/12 CLOSED FOR MAINTENANCE"
 - ADDITIONAL INFORMATION AS APPROPRIATE
 - REQUESTOR'S NAME
 - TELEPHONE NUMBER
9. Once your request is processed, it can be viewed via the Defense Internet NOTAM Service (DINS) at <https://www.notams.jcs.mil/> or <https://www.notams.faa.gov/>.
10. If you have any concerns or questions about processing NOTAMs from your location, contact the European NOTAM Liaison Office via e-mail address europ.notam@ramstein.af.mil or phone DSN 314-480-8092.

/signed/

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